



The Chapel Volunteer Management System

Folder Checklist for

(Name of Volunteer)

Orientation is an important first step to help volunteers feel welcome in a new environment. For volunteers with a short term assignment, the time spent in a useful orientation saves time and confusion later. Consider the following checklist of possible topics or activities to include in an orientation. Some can be conveyed orally; others can be handled with written materials. Do not overlook the simple need for clear instructions when necessary!

	Religious Support Volunteer Registration
	Position Description
	Volunteer Service Record
	Volunteer Daily Time Record
	Parental Permission
	Gratuitous Services Agreement, if applicable
	Background Check: Submitted on _____ Received on _____
	Orientation Checklist _____ Give tour of facility, including resources, supplies, and equipment _____ Introduce staff members and administrators, provide an organizational chart when available _____ Give brief history of the organization, mission, goals, etc... _____ Demonstrate how to use equipment _____ Review the Job Description and reporting procedures _____ Clarify lines of supervision _____ Explain procedures for ordering materials and reimbursement _____ Explain any reporting procedures: accidents, requests, grievances _____ Review importance of policies, especially confidentiality _____ Build enthusiasm

Date: _____ Signature: _____